



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

BOARD FOR ARCHITECTS
DRAFT MEETING MINUTES
REGULAR BOARD MEETING

DATE: April 4, 2014

TIME: 9:00 AM

LOCATION: Department of Licensing
Room 2105
405 Black Lake Blvd SW
Olympia WA 98502

BOARD MEMBERS PRESENT: Roch Manley, Secretary
Scott Harm, Member
Neitha Wilkey, Member
Blaine Weber, Member
Linda Szymarek, Public Member

STAFF PRESENT: Lorin Doyle, Executive Director
Rick Storvick, Assistant Executive Director
Autumn Dryden, Administrative Assistant

OTHERS PRESENT: Dave Walker, Department of Licensing
Nancy Skewis, Department of Licensing

ABSENT: Colin Jones, Chair
Rick Benner, Vice Chair

1. Call to Order 9:05AM

1.1. Introductions

Board members, staff, and guests introduced themselves.

1.2. Order of agenda

The order of the agenda was amended as follows:

- Complaint 2014-01-0401-00ARC (Harm) was added.

- Complaint 2014-04-0400-00ARC (Harm) was removed
- Order 2012-07-0401-00ARC was added
- Order 2013-08-0401-00ARC was added
- Items 5.0 and 6.0 were moved to the top of the agenda to ensure a quorum was present for voting

Ms. Wilkey made a MOTION to approve the agenda as amended. Mr. Harm seconded the MOTION and it passed.

1.3. Approval of minutes: January 24, 2014

Mr. Weber made a MOTION to accept the minutes as presented. Ms. Wilkey seconded the MOTION and it passed.

1.4. Review Communications
No business

2. Public Comment Opportunity

No business

3. New Business

3.1. Officer elections

The board agreed the current tradition of succession continue and the slate proposed was:

- Chair – Rick Benner
- Vice Chair – Roch Manley
- Secretary – Scott Harm

Ms. Wilkey made a MOTION to accept the slate of officers as proposed. Ms. Szymarek seconded the MOTION and it passed.

3.2. NCARB – proposed Intern Development Program (IDP) changes

Board members reviewed an email from NCARB requesting input on proposed changes to the Intern Development Program (IDP). The primary change would allow interns to earn IDP credit for experience that occurred up to five years beyond the current reporting period.

Ms. Wilkey made a MOTION the board support the proposed changes. Mr. Harm seconded the MOTION and it passed.

Action Item: Staff will respond to NCARB with the board's support of the change.

4. Old Business

4.1. Review master action items list

The board reviewed and discussed the master action items list.

- 4.2. Contract packages in pdf format with engineer documents
The board discussed benefits and risks associated with the use of electronic signatures in contract packages in pdf format. Both the architect law and engineer law address the use of electronic signatures, but a building official may or may not choose to accept an electronic signature.

Action Item: Mr. Harm will write an article about electronic signatures for the next bulletin.

- 4.3. Professional Development Hours (PDH) audit discussion
Staff presented a report showing the number of licensees not complying with PDH audits now that the Brief Adjudicative Process has been implemented. Most licensees are complying and there is no significant difference in compliance between licensees that are in-state versus out-of-state.
- 4.4. NCARB Regional Summit report
Ms. Wilkey, Mr. Harm, Ms. Szymarek, and Mr. Storvick reported on the NCARB Regional Summit March 6-8 in San Antonio, TX. Ms. Wilkey took notes on each meeting/workshop. Future attendees will be asked to take notes to share with members who were not able to attend.

The board discussed the NCARB Annual Meeting June 18-21 in Philadelphia, PA. The meeting includes a new member orientation and National Architectural Accrediting Board (NAAB) training. Staff is waiting for an agenda from NCARB to submit the travel request to the Department of Licensing (DOL) director. Board members discussed the benefit of having all board members attend the annual meeting.

Action Item: The executive committee may choose to meet via conference call to discuss the possibility of seeking an audience with the DOL director to explain the importance of having all board members attend NCARB's annual meetings.

5. Complaint Cases for Review*

5.1. Case Manager Recommendations

5.1.1. 2013-04-0403-00ARC (Weber)

Mr. Weber recommended case 2013-04-0403-00ARC be closed with no further action because there was no evidence of public harm. Ms. Wilkey made a MOTION to accept this recommendation. Ms. Szymarek seconded the MOTION and it passed.

5.1.2. 2013-08-0404-00ARC (Weber)

Mr. Weber recommended case 2013-08-0404-00ARC be closed with no further action because there was no evidence of public harm. Mr.

Harm made a MOTION to accept this recommendation. Ms. Wilkey seconded the MOTION and it passed.

- 5.1.3. 2014-01-0418-00ARC (Harm)
Mr. Harm recommended case 2014-01-0418-00ARC be closed with no further action due to no violation of law or rule. Mr. Weber made a MOTION to accept this recommendation. Ms. Wilkey seconded the MOTION and it passed.
- 5.1.4. 2014-02-0400-00ARC (Harm)
Item removed from the agenda.
- 5.1.5. 2014-01-0401-00ARC (Harm)
Mr. Harm recommended case 2014-01-0401-00ARC be closed with no further action due to a lack of evidence. Ms. Wilkey made a MOTION to accept this recommendation. Ms. Szymarek seconded the MOTION and it passed.

6. Legal Issues for Deliberation*

6.1. Orders to be presented

- 6.1.1. 2012-07-0401-00ARC
Agreed Order – Donald G. Atwood

In the matter of unprofessional conduct:

- The respondent voluntarily surrendered his license to practice professional architecture in the state of Washington.
- The respondent will never practice architecture and never reapply for licensure in the state of Washington or any other jurisdiction.

Ms. Wilkey made a MOTION to accept the agreed order as presented. Mr. Weber seconded the MOTION and it passed.

- 6.1.2. 2013-08-0401-00ARC
Agreed Order – Chris Pardo

In the matter of unlicensed practice:

- The respondent shall permanently cease and desist from practicing or offering to practice professional architectural services for others in the state of Washington and using in connection with his name the title “architect” or other language in such a way as to convey the impression that he is a licensed architect.
- The respondent is assessed a fine of \$3,000.

Mr. Harm made a MOTION to accept the agreed order as presented.
Ms. Szymarek seconded the MOTION and it passed.

7. Disciplinary & Investigation Items

- 7.1. Closed session deliberation report (only necessary if closed session is held)
No business
- 7.2. Disciplinary cases report
The board reviewed the newly formatted report. Mr. Storvick informed the board that a contract is now in place with a collection agency and notices are being sent to individuals with outstanding fines.
- 7.3. Brief Adjudicative Proceeding (BAP) report
Packet item; no action taken
- 7.4. Administratively closed complaints
Packet item; no action taken

8. Assistant Attorney General's Report

Mr. Turcott reported on the passage of ESB 5964, which concerns training public officials and employees (including board members) on public records, records management, and open public meeting requirements. The Attorney General's Office has an online training available online that meets the training requirement.

9. Committee/Task Force Reports

- 9.1. Law and Ethics Review task force
No report
- 9.2. Architect/Engineer joint subcommittee
Mr. Harm reported on the joint subcommittee meeting on March 12. The group discussed the website for building officials as well as a specific email request. It is anticipated the meeting was the beginning of an ongoing conversation between the two boards about overlap in scope of practice, although another meeting has not yet been scheduled. It was agreed that scheduling needs to be clearer in the future and meetings should be scheduled well in advance.

Action Item: Ms. Doyle will meet with Mr. Twiss to debrief on the joint meeting.

10. Board Executive's Report

- 10.1. Program Operations
 - 10.1.1. Legislative Update
Packet item; no action
 - 10.1.2. Financial Report
Packet item; no action

10.1.3. Licensing and application statistics
Packet item; no action

10.2. Department of Licensing
No business

10.3. Other Items
No business

11. Other Business

11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda items for next meeting

- A campus tour of Western Washington University
- NCARB Annual Meeting report
- Mandatory construction administration

11.3. Any other business

Ms. Wilkey informed the board she was approached about giving a presentation on professional development hours (PDHs) and how the process works in Washington. The provider asked if the presentation would meet the requirement for PDHs in health, safety, and welfare. The board determined the presentation would not meet that requirement.

12. Adjournment 12:10PM

Submitted by:

Lorin Doyle
Executive Director

Date

Approved by:

Roch Manley
Secretary

Date